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MEMORANDUM FOR: USIB Principals

SUBJECT : Proposed DCID 1/18 on Awards for  
Intelligence Community Service

1. Attached for your comments and/or coordination is a draft of a proposed new DCID 1/18, "Recognition of Exceptional Service to the U.S. Intelligence Community."
2. This DCID would establish three separate awards to be made by the Director of Central Intelligence on the recommendation of the USIB for performance of duty which is considered to warrant recognition by the Community rather than by the parent organization of the person for whom the award is proposed.
3. Awards of this nature would be particularly appropriate for outstanding service performed by:
  - a. Intelligence personnel who, in the course of their activities within their individual organization, perform services considered to warrant recognition by the entire Community.
  - b. Chairmen and staff members of USIB Committees.
  - c. Members of the National Intelligence Officer structure.
  - d. Members of the Intelligence Community Staff.
4. You will note that the proposed awards for Community service do not include three types of medals or awards on the grounds that these are adequately covered by existing regulations within the individual departments and agencies:

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- a. Awards for exceptional valor
- b. Length of service awards
- c. Retirement recognition

5. Upon approval of DCID 1/18, the Deputy to the DCI for the Intelligence Community will be charged with seeking the assistance of the U.S. Army Institute of Heraldry in developing the design for the Intelligence Community medals and appropriate ribbon bars and lapel buttons.

6. The Deputy to the DCI for the Intelligence Community also will be responsible for arrangements with the Department of Defense regarding the wearing of ribbon bars for Intelligence Community medals by military personnel on active duty.

7. Your comments and/or coordination on the proposed DCID 1/18 are requested within two weeks.



W. E. Colby  
Chairman

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DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/18

RECOGNITION OF EXCEPTIONAL SERVICE TO THE  
U.S. INTELLIGENCE COMMUNITY

1. Provision for honor and merit awards for exceptional service to the U.S. Intelligence Community is hereby established pursuant to the responsibilities assigned to the Director of Central Intelligence in NSCID No. 1 and to Public Law 83-763 which provides that the heads of departments and agencies may confer honor or monetary awards on those whose superior accomplishments or other personal efforts contribute to the efficiency, economy or other improvements of Government operations or who perform special acts or services in the public interest.

2. INTELLIGENCE COMMUNITY MEDALS AND AWARDS

Intelligence Community honor and merit awards to be conferred by the Director of Central Intelligence upon the recommendation of the United States Intelligence Board are as follows:

a. The National Intelligence Distinguished Service Medal may be awarded for distinguished meritorious service or achievement to the United States in a duty of great responsibility within the Intelligence Community, the outstanding accomplishment of which distinctly benefits the interests of the United States and constitutes a major contribution to the foreign intelligence mission of the Intelligence Community.

b. The National Intelligence Medal of Merit may be awarded for especially meritorious conduct in the performance of outstanding service to the United States as a member of the Intelligence Community. The National Intelligence Medal of Merit recognizes performance of an extremely difficult duty in a clearly exceptional manner. The service being recognized must relate directly to improving the capability of the Intelligence Community to accomplish its mission to provide the intelligence required for national policies and the national security.

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c. The Intelligence Community Certificate of Distinction may be awarded for sustained superior performance of duty of high value to the Intelligence Community, or for a significant single act of special merit.

3. PRESIDENTIAL AWARDS

The foregoing listing of Intelligence Community awards is in addition to the following Presidential Awards for which personnel of the Intelligence Community also may be eligible:

The National Security Medal

The Presidential Medal of Freedom

The President's Award for Distinguished Federal Civilian Service

4. RELATION TO DEPARTMENTAL AND AGENCY AWARDS

a. The Intelligence Community medals and awards established in this Directive are intended to enable specific recognition of services of particular benefit to the United States in the execution of the Intelligence Community mission, and do not replace any of the medals and awards for which provision is made in departmental agency regulations.

b. Normally, the same exceptional duty performance which results in the presentation of an Intelligence Community medal or award will not be the basis for a comparable medal or award by the individual organization to which the person receiving the award is assigned on a career basis, but such dual recognition is not precluded.

5. HONOR AND MERIT AWARDS BOARD

The United States Intelligence Board will serve as the Honor and Merit Awards Board for consideration of recommendations of the award of Intelligence Community medals. The Executive Secretary of the United States Intelligence Board will maintain records of recommendations, actions taken and presentation of Intelligence Community Awards. The Director of Central Intelligence may, if he so elects, approve award of the Intelligence Community Certificate of Distinction without prior referral to the United States Intelligence Board.

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## 6. PROCEDURES

a. Recommendations for Intelligence Community awards may be initiated at any level in any department or agency of the Intelligence Community.

b. Recommendations initiated in their respective organizations will be forwarded by the Deputy to the DCI for the Intelligence Community, the Deputy to the DCI for National Intelligence Officers or individual members of the United States Intelligence Board to the Executive Secretary of the USIB.

c. No particular format is prescribed, but each recommendation should include the following:

Title of the recommended award

Name, position title, grade and organizational assignment of the nominee

Inclusive dates of the time period to which the proposed award is applicable

A narrative description of the performance or service warranting the award

A proposed unclassified citation

Indication as to whether another award is being recommended within the particular department or agency to which the nominee is assigned for the same performance or service.

The title and signature of the chief of the intelligence organization submitting the recommendation

## 7. PRESENTATION

Presentation of the National Intelligence Distinguished Service Medal and the National Intelligence Medal of Merit will be made by the Director of Central Intelligence, or, if circumstances prevent such, by the Deputy to the DCI for the Intelligence Community. Presentation of the Intelligence Community Certificate of Distinction will be made either by the Deputy to the DCI for the Intelligence Community or the head of the organization to which the person receiving the award is assigned.

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REFS 25-460  
DD/A 75-0878  
21 FEB 1975

MEMORANDUM FOR: Deputy to the DCI for the Intelligence  
Community

THROUGH : Deputy Director for Administration

FROM : Director of Personnel

SUBJECT : Proposed Memorandum to the DCI from the  
D/DCI/IC, subj: Honor and Merit Awards  
for Service to the Intelligence Community

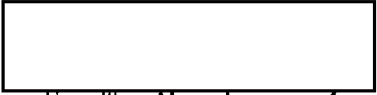
JEB  
26 FEB 1975

1. I am in general agreement with subject proposal and the implementing procedures as outlined. I have no way of estimating the number of award recommendations that will be submitted in a given period. However, in FY 1974, 396 awards were approved under the CIA Honor and Merit Awards Program, representing 249 career awards, 13 posthumous awards and 134 achievement awards. We have found for each award approximately ten man-hours are required to prepare the material for Board consideration, obtain the necessary approvals, notify the awardee and arrange for the presentation ceremony. This information hopefully will assist you in estimating the staff assistance required to support such a program.

2. Based on our experience with the CIA Honor and Merit Awards Program, I suggest you may not need four separate medals, particularly in view of the similarity of criteria cited and the exclusion of awards for valor and recognition on retirement. I would think two medals and a certificate sufficient.

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3. We are somewhat concerned that the word "National" used with the title of the medal awards proposed could have the effect of depreciating the viewed value of the present CIA awards, and suggest, therefore, the use of "Intelligence Community" vice "National" for all the awards used -- i.e., the Intelligence Community Distinguished Service Medal.

  
F. W. M. Janney  
Director of Personnel

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